

17 DEC 1975

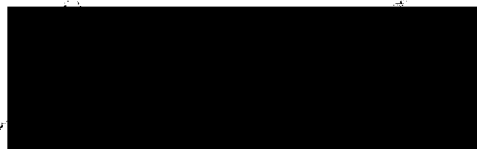
MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : Use of CIA Letterhead Stationery

REFERENCE : Memorandum from DDA dated 9 December
1975, DD/A 75-5871, same subject

1. In response to reference memorandum, the Information Systems Security Group maintains a small supply of CIA letterhead stationery under the control of the secretary. It has been and will continue to be our policy to use letterhead stationery only on those occasions when official correspondence is directed to another governmental agency, i.e., letters of commendation to be signed by the Director of Security, cover memoranda for updated CIA Courier listings signed by the CIA Top Secret Control Officer, etc.

2. Our staff, and particularly our secretaries, are well aware of the need for discretion in the use of CIA letterhead stationery.



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Chief, Information Systems Security Group

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130028-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of CIA Letterhead Stationery

FROM:	Chief Information Systems Security Group 1E-4838, Hq.	EXTENSION	NO.
		4525	
		DATE	17 DEC 1975

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/PPG 4E-58, Hq.	17 Dec 75		DTB	
2. [REDACTED]				
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